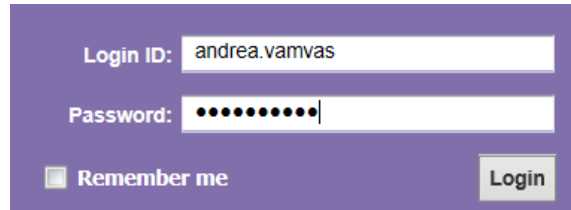


## How to Upload Regents Data Files to Serv-U

1. Go to Serve-U link: [HERE](#) or go to [www.neric.org](http://www.neric.org) > Testing > [Resources](#) > [District Folders on Serv-U](#)

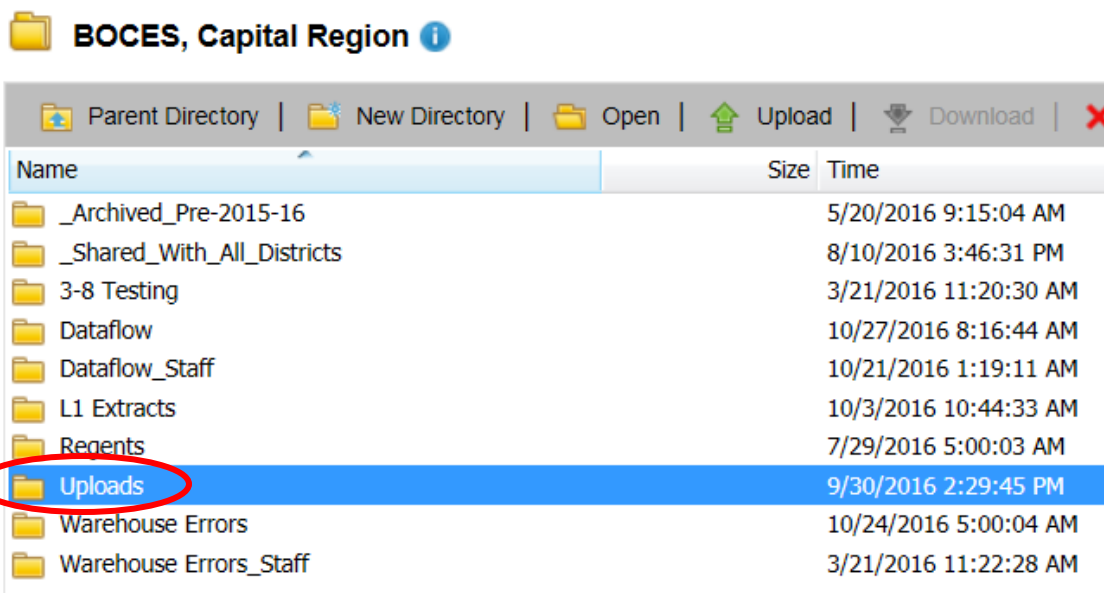
2. Login with your User ID and Password (NERICFS)



Login ID:   
 Password:   
 Remember me

3. Double-click on your District Folder to open

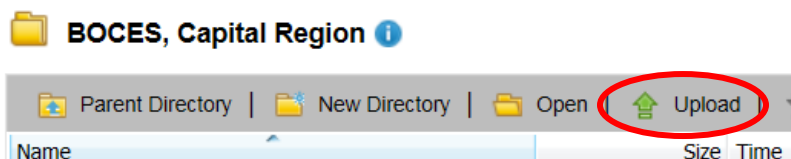
4. Double-click on the **Uploads** folder to open



**BOCES, Capital Region**

Name	Size	Time
_Archived_Pre-2015-16		5/20/2016 9:15:04 AM
_Shared_With_All_Districts		8/10/2016 3:46:31 PM
3-8 Testing		3/21/2016 11:20:30 AM
Dataflow		10/27/2016 8:16:44 AM
Dataflow_Staff		10/21/2016 1:19:11 AM
L1 Extracts		10/3/2016 10:44:33 AM
Regents		7/29/2016 5:00:03 AM
<b>Uploads</b>		9/30/2016 2:29:45 PM
Warehouse Errors		10/24/2016 5:00:04 AM
Warehouse Errors_Staff		3/21/2016 11:22:28 AM

5. Click on the Upload button




**BOCES, Capital Region**

Parent Directory | New Directory | Open | **Upload** | Download

6. Browse for your file to upload

7. Click "Upload"



**Upload**

File Path: P:\NERIC\Testing\1-Testing Service\2017\NY 11 | **Browse...** | **Upload** | Close

Some browsers may not allow the upload of files larger than 4GB.  
 To upload larger files or initiate multiple concurrent transfers, enable [Web Client Pro](#) or launch [FTP Voyager JV](#)